

1. TITLE **REQUESTS FOR ACCESS TO DOCUMENTS**

2. REF NUMBER **DPR-31**

**PART I (PUBLIC)**

CONTROLLER/S OF THE DATA PROCESSING OPERATION	
3. CONTROLLER	<b>EXECUTIVE DIRECTOR PASCAL SAVOURET</b> EUROPEAN AGENCY FOR FISHERIES CONTROL (EFCA) AVDA. GARCÍA BARBÓN, 4, E-36201 VIGO
ORGANISATIONAL UNIT	Office of the Executive Director
CONTACT PERSON/S	Patricia SÁNCHEZ +34 986 12 06 17 / +34 698 122 056 Patricia.SANCHEZ@efca.europa.eu Marta RAMILA +34 986 12 06 28 / +34664656579 Marta.RAMILA@efca.europa.eu  efca-documents@efca.europa.eu
4. DATA PROTECTION OFFICER (DPO)	EFCA-DPO@efca.europa.eu

WHERE APPLICABLE:

5. JOINT CONTROLLER	N/A
6. PROCESSOR	N/A
EXTERNAL CONTACT	N/A

<sup>1</sup> Regulation (EU) [2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

<b>7. PURPOSE/S</b>	<b>To allow interested people access to EFCA's documents in accordance with the applicable rules</b>		
DESCRIPTION	<p>The public is informed on EFCA website to send request for access to documents either by post or by e-mail to a dedicated functional mailbox to which the Communication Officer and the Legal Officer have access. The Communication Officer responds to the request in application of the relevant rules.</p> <p>The incoming and outgoing emails regarding this procedure are registered and classified in ARES in a specific folder for Access to Documents.</p>		
8. CATEGORIES OF DATA SUBJECTS	<input type="checkbox"/>	EFCA STAFF (TA, CA, SNE)	
	<input type="checkbox"/>	EFCA EXTERNAL STAFF, TRAINEES	
	<input checked="" type="checkbox"/>	OTHER	
	PLEASE SPECIFY: Any citizen of the EU or any natural person or representative of a legal person residing or having its registered office in an EU Member State.		
8BIS. CATEGORIES OF PERSONAL DATA	<input checked="" type="checkbox"/>	NAME AND SURNAME	
	<input checked="" type="checkbox"/>	CONTACT DETAILS	
	<input checked="" type="checkbox"/>	EDUCATION, TRAINING, EMPLOYMENT	
	<input type="checkbox"/>	FAMILY, LIFESTYLE, SOCIAL CIRCUMSTANCES	
	<input type="checkbox"/>	FINANCIAL DETAILS	
	<input checked="" type="checkbox"/>	OTHER	
	PLEASE SPECIFY: Name, e-mail address, postal address, in some certain cases, professional information		
9. TIME LIMIT	Maximum 10 years		
10. RECIPIENTS	<input checked="" type="checkbox"/>	DESIGNATED EFCA STAFF	
	<input type="checkbox"/>	CONTRACTORS	
	<input type="checkbox"/>	EU INSTITUTIONS AND BODIES	
	<input type="checkbox"/>	MEMBER STATES AUTHORITIES	
	<input type="checkbox"/>	OTHER	
		PLEASE SPECIFY: Depending on the kind of document requested, the Communication Officer liaises with the Legal Officer, the relevant Head of Unit or the Executive Director. In case the document is sent by post, the reception service personnel and staff of the Logistics Section will be in charge of dispatch.	
11. ARE THERE ANY <b>TRANSFERS</b> OF PERSONAL DATA OUTSIDE THE EU/EEA?			
YES	NO		
		TO THIRD COUNTRY RECIPIENTS	N/A
		TO INTERNATIONAL ORGANISATIONS	N/A
		PUBLISHED ON THE INTERNET	N/A
<u>IF YES</u> , ON WHAT GROUNDS?			
N/A			
12. GENERAL DESCRIPTION OF SAFEGUARDS TAKEN			
A number of technical and organisational measures have been put in place by the Agency. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.			
13. SPECIFIC PRIVACY STATEMENT (WHERE APPLICABLE)			
Available on EFCA's website : <a href="https://www.efca.europa.eu/content/personal-data-protection">https://www.efca.europa.eu/content/personal-data-protection</a>			